

Superfund Branch Electronic Submittal Information

Follow this basic procedure to electronically submit documents to the Superfund Branch.

Open your web browser, go to the Superfund Branch website at <http://waste.ky.gov/SFB>, and follow the electronic submittal links, taking note of any posted updates along the way. The links will lead to the following screen:

The screenshot shows a web browser window with the URL <https://dep.gateway.ky.gov/eForms/Default.aspx>. The page header features the DEP logo and the text "Department For Environmental Protection". Below the header, a welcome message reads: "Welcome to the Department for Environmental Protection eForms Application." The main content area contains a message: "You have selected the following electronic form (eForm): Superfund Electronic Submittal (Superfund Electronic Submittal). You may continue with a blank eForm by clicking on the 'Continue with Blank eForm' button below or retrieve a previously saved version by entering your eForm Transaction ID in the field provided below." There are two options: Option A, "Select this option to fill out a blank eForm," with a "Continue with Blank eForm" button; and Option B, "Select this option to retrieve a previously saved or submitted eForm," which includes a text field for the Transaction ID, a checkbox for "I want a NEW eForm with the values from the previously saved/submitted ID," and a "Proceed" button. A detailed "User Interface issues" section is at the bottom, covering browser compatibility, Flash requirements, session timeouts, and keyboard shortcuts.

Option A: Select this option to fill out a blank eForm.

Option B: Select this option to retrieve a previously saved or submitted eForm.

Enter your eForm Transaction ID to retrieve the latest version of your form:

☐ I want a NEW eForm with the values from the previously saved/submitted ID.

The check box allows you to use previously saved/submitted eForms as a "template". The system will generate a new eForm Transaction ID and allow you to submit the new form to DEP.

User Interface issues: 1. Users of Internet Explorer Browser, version 9 and 10, may experience problems when using this website due to known issues with the browser. For example, clicking on a button or link and it not performing a function/action. To fix this, please 'Add this Site', by going to the Compatibility View Settings option, located under the Tools Menu. 2. This website requires Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

To make the first submittal for a site, find Option A and select the "Continue with Blank eForm" button. (Option B is used for retrieving a previously saved or submitted eForm. If selecting Option B, an eForm Transaction ID is required.)

On the next page titled "SUPERFUND BRANCH ELECTRONIC SUBMITTAL," enter the requested information and upload the file(s). All fields with an asterisk (*) are required.

Upload one file per "Type of Document Submitted." For example, if part of the submittal is a Word file and part of the submittal is an Excel file, these must be combined into one document (preferably PDF file type) for uploading.

PDF is the preferred file type. Other acceptable file extensions are .doc, .docx, .xls, .xlsx, .jpeg and .tif.

Select the "Click to Submit to DEP" button. The system will provide an eForm Transaction ID that can be saved and used in Option B on the entry page to recall previously submitted Agency Interest specific information.

A confirmation of receipt will be generated and sent via email once the Superfund Branch has received the document and has entered it into the TEMPO database. The confirmation number and transaction ID will be included in the confirmation of receipt email.

If you do not receive a confirmation of receipt via email within 24 hours, encounter problems, have questions or have suggestions, please contact the Superfund Branch at 502-564-6716.